



Soleno Therapeutics Job Description

Job Title: Chief of Staff	Reports To: CEO	Date Created: 03/25/2024
Department: G&A	Job Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor	

SUMMARY OF JOB (brief description): Soleno Therapeutics, Inc., based in Redwood City, California, is a clinical-stage biopharmaceutical company developing novel therapeutics for the treatment of rare diseases. As Soleno's Chief of Staff, you will work directly with the CEO to manage and drive key strategic & operational initiatives, thereby influencing the way we run the business. You will sit at the intersection of Soleno's major teams, as a thought partner to the CEO & other company leaders during strategic planning and goal setting. You will personally lead, implement, and manage cross-functional projects and will be responsible for ensuring effective communication and coordination across departments, driving key projects forward, and providing critical analysis and recommendations to the CEO. This position offers a unique opportunity to work closely with senior leadership in a fast-paced and dynamic startup environment, contributing to the growth and success of the company.

RESPONSIBILITIES:

- Collaborate with the CEO to develop and execute strategic plans and initiatives aligned with the company's goals and objectives. Align with the CEO on the vision across all business functions and drive initiatives to achieve that vision, from development of actionable work packages through successful execution.
- Lead and/or support key projects and initiatives from inception to completion, ensuring timely delivery and alignment with strategic priorities.
- Serve as a central point of contact for internal and external stakeholders, facilitating communication and coordination across departments and teams.
- Support the Exec Team & project management: Own agenda and follow ups for all Exec Team meetings, support Exec Team with project execution (timelines, work plans, materials, etc.), and ensure key cross functional stakeholders are aware of company-wide initiatives and held accountable for their input/work product as needed.
- Provide external meeting support to the CEO - including preparing decks, planning talk track / anticipating objections, capturing meeting action items, and coordinating follow-up meetings with external and internal stakeholders.
- Assist in the development and implementation of company policies, procedures, and best practices to optimize operational efficiency and compliance.
- Proactively identify inefficiencies & develop / implement mitigation plans, including new processes and changes in org structure.
- Collaborate with cross-functional teams to develop and track key performance indicators (KPIs) and other metrics to measure company & program performance.
- Synchronize the day-to-day across business development, operations, and product / engineering teams.
- Prepare investor updates & project manage Board meeting prep / creation of Board meeting materials.
- Prepare and present to internal and external audiences. Manage and drive company-wide business updates /assist with Town Halls.
- Undertake special projects and assignments as directed by the CEO, demonstrating flexibility and adaptability in addressing evolving business needs.



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QUALIFICATIONS:

- Bachelor's degree in business administration, life sciences, or related field; MBA or advanced degree preferred.
- 7+ years of proven experience in a strategic or executive support role, preferably in the biotech or pharmaceutical industry.
- Strong project management skills, with the ability to prioritize tasks, manage deadlines, and drive results in a fast-paced environment.
- Excellent communication and interpersonal skills, with the ability to build relationships and influence stakeholders at all levels of the organization.
- Analytical mindset with proficiency in data analysis and interpretation, using insights to inform strategic decision-making.
- Demonstrated leadership ability, with experience mentoring and developing team members to achieve their full potential.
- High level of integrity, professionalism, and discretion in handling sensitive and confidential information.
- Flexibility and adaptability to thrive in a dynamic startup environment, with a willingness to take on new challenges and responsibilities as needed.
- Proficiency in Microsoft Office suite and project management tools.
- Passion for innovation and making a positive impact in the biotech industry, driven by a commitment to advancing science and improving patient outcomes.

Salary Range: \$150K - \$175K (Actual salary at the time of hire may vary and may be above or below the range based on various factors, including, but not limited to, the candidate's relevant qualifications, skills, and experience, as well as the location where this position may be filled.)

Please submit resumes to Soleno Therapeutics, Inc. at hr@solenolife.com.